

**DOÑA ANA COUNTY, NEW MEXICO LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
BY-LAWS OF THE LEPC**

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ARTICLE I NAME

The organization shall be known as the Doña Ana County Local Emergency Planning Committee, hereinafter referred to as the "LEPC."

ARTICLE II PURPOSE

The Local Emergency Planning Committee (LEPC) is established under authority of the 1986 Superfund Amendment and Re-authorization Act (SARA Title III), Community Right-To-Know.

The purpose of the LEPC shall be to:

- Disseminate information regarding potential chemical hazards, and identifying hazardous materials transportation routes for the public.
- Ensure compliance with the Community Right-To-Know requirements of SARA Title III.
- Assist with the preparation and implementation of the Emergency Operations Plan.
- To promote planning, training, education, and professional development of its members in order to enhance programs which encourage the safety and health of the residents of the County to include conducting educational programs to help the public understand safety risks and community rights.

ARTICLE III MEMBERSHIP

Section 1 MEMBERSHIP

The membership of the Doña Ana County LEPC shall consist of government and private representatives to include, industry, non-profit organizations, and private citizens and any individuals who are interested in the goals of the LEPC.

Representatives shall be from law enforcement, fire, rescue, emergency services, communications, media, health professionals, environmental groups, hospital, school districts, emergency management, transportation, citizens groups, industry designee as per the Emergency Planning and Community Right-To-Know Act (EPCRA) guidelines and appointees from County Commission and City Councils of municipalities that lie within Doña Ana County.

Section 2 STATE EMERGENCY RESPONSE COMMISSION (SERC) APPROVAL

The membership list must be submitted to SERC for review and approval after the annual meeting.

ARTICLE IV OFFICERS AND EXECUTIVE BOARD

Section 1 OFFICERS

The Officers of the LEPC shall be a Chair and one Vice Chair, preferably, but not limited to, one representing industry and one representing Government, a Secretary and a Treasurer. Except for the Secretary, all positions will be elected from among the members at the Annual Meeting. The Office of Emergency Management's secretary may serve as the Secretary for the LEPC.

Section 2 DUTIES OF OFFICERS

The Chair shall:

- Preside at all meetings.
- Establish all committees.
- Rotate office and duties with the vice chair after one year.
- Perform all other duties incidental to the office.

The Vice Chair shall:

- Assist the Chair in performing primary duties.
- Rotate office and duties with the Chair after one year.

The Secretary shall:

- Perform all duties of the Chair and Vice Chair in their absence.
- Keep the minutes of all meetings and maintain a history of the organization.
- Provide each member with a copy of the minutes of each meeting and the agenda for upcoming meetings.
- Perform all other duties incidental to the office.

The Treasurer shall:

- Shall keep and maintain financial records and receipts there of.
- Shall provide a monthly financial report to the LEPC.
- Shall establish and maintain a non-profit status for the LEPC in accordance with state statutes.
- Perform all other duties incidental to the office.

Section 3 THE EXECUTIVE BOARD

The Executive Board shall consist of:

- The Elected Officers: Chair, Vice Chair, Treasurer and designated Secretary. Standing Committee Chairs.
- Office of Emergency Management Representative.
- Regional Coordinator/Planner for the State of New Mexico/EMC.

Section 4 TERMS OF OFFICE

Except for the Secretary, each position will be limited to two (2) years, excluding non-officer Executive Board members. There is no restriction on serving in the same office again after a break in terms.

Section 5 VACANCY

In the event of a vacancy in any office before the six-month remainder of the term, the office will be filled by election of the membership.

ARTICLE V COMMITTEES

Section 1 STANDING COMMITTEES

All Standing Committees shall include a Chair and a Vice-Chair and shall be elected by their respective committee members.

Community Awareness/Education

This committee shall be responsible for public relations with affected communities and the public at large; all publicity of the LEPC; development of public education and information programs.

Transportation

This committee shall be responsible for the development and implementation of transportation routes and transportation related topics as they apply to the LEPC.

Membership

This committee shall be responsible for recruiting and maintaining the membership status of the LEPC.

Exercise Planning & Development

This committee shall assist in the facilitation of exercise planning and development.

Section 2 AD HOC COMMITTEES

In addition to the Standing Committees. Ad Hoc Committees shall be appointed as necessary to address special needs of the LEPC not addressed by other committees.

Nominating Committee

Will be appointed at the November meeting and will submit names in nomination to the membership at the December meeting.

ARTICLE VI MEETINGS

Section 1 REGULAR MEETINGS

This organization shall hold monthly meetings on the first Wednesday of the month. All regular meetings of the LEPC shall be posted and held in accordance with the New Mexico Open Meetings Act.

Meetings may contain business and/or training. Location for subsequent meetings will be announced at the current meeting. Agenda items shall be submitted a minimum of fifteen (15) days in advance.

Section 2 ANNUAL MEETING

The January meeting shall be the Annual Meeting.

Section 3 NOTICE

The Secretary will notify all members at least seven (7) days prior to the meeting.

Section 4 RULES

All meetings will be conducted using the latest edition of "Robert's Rules of Order", as needed.

ARTICLE VII AMENDMENT OR REPEAL

Section 1 AMENDMENT

These Bylaws may be amended at any Regular Meeting by a majority of members present. Amendments must be submitted to the members in writing at least thirty (30) days prior to any Regular Meeting. Any amendment adopted by the LEPC shall become effective immediately upon approval.

Section 2 REPEAL

These Bylaws may be repealed by the majority of members at any Regular Meeting. Repeals must be submitted to the members in writing at least thirty (30) days prior to a Regular Meeting. If repealed, new Bylaws must be prepared and accepted within ninety (90) days.

ARTICLE VIII EFFECTIVE DATE

These Bylaws shall become effective thirty (30) days after adoption by the recognized members of the Local Emergency Planning Committee of Dona Ana County.

These Bylaws of the Local Emergency Planning Committee of Dona Ana County were officially approved on this 7th day of October 1998, and previously amended on May 5, 1999. There newly amended bylaws approved this 10th day of October, 2001, supersedes the previous amendments dated May 5, 1999.